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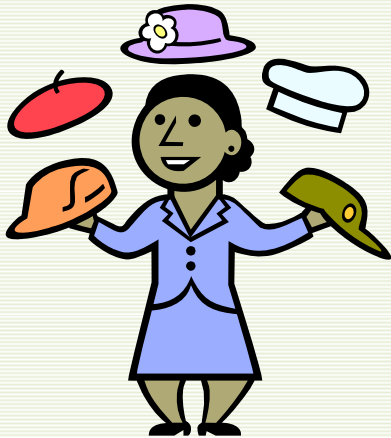
**Quick Reference Guide:**

## **Spring Career and Technical Education**

*This guide will help districts identify the 10-11 CTE Concentrators and enter the Area of Concentration.*

*Topics included in this Quick Reference Guide include:*

- *Identifying CTE Concentrators*
- *Entering Area of Concentration*
- *Entering Single Parent information*



The Spring Career and Technical Education (CTE) Data collection identifies those students in grade 12 who have completed (or will complete) 3 credits (6 semesters) of CTE coursework. This data is collected as part of a district's Carl Perkins grant requirement.

CTE credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework.

Data must be entered by April 29, 2011.



Before beginning this process, there are a few considerations:

**1. Which students do I need to enter data for?**

- Students are identified as CTE Concentrators in the Spring of their Senior year. Students must be in grade 12 and have completed (or will complete) 3 credits (6 semesters) of CTE coursework – page 2.

**2. Is Area of Concentration or Career Path required?**

- Area of Concentration is still required for the 10-11 year – page 3.

**3. Do I need to enter Tech Prep and Non Traditional Enrollees?**

- No, these fields are no longer required – page 3.

**4. What does Student is a Single Parent mean?**

- Student is a Single Parent should only be checked if the student has a child or shares parenting of a child – page 3.

**5. Can I upload the data or does it have to be hand entered?**

- Districts may upload their Spring CTE data – page 4.

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## DIRECT ENTRY

Select **Year 10-11** and a High School.

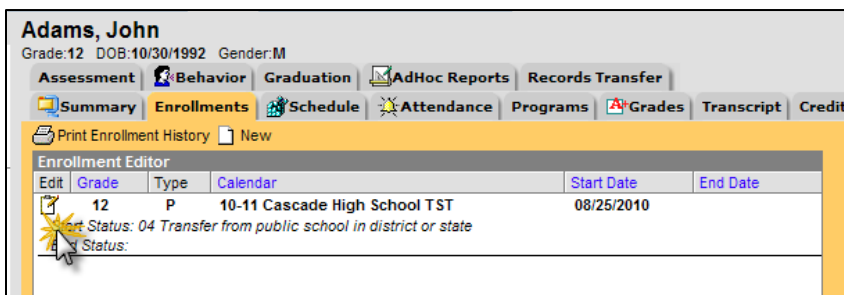
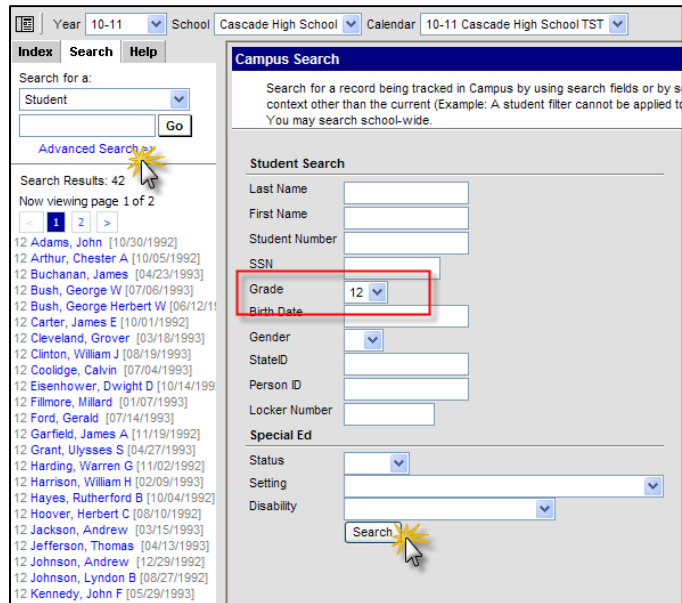
Click the **Search** tab.

*Search for a:* Student.

Click **Advanced Search**.

Choose **Grade 12** from the Student Search.

Click **Search**.



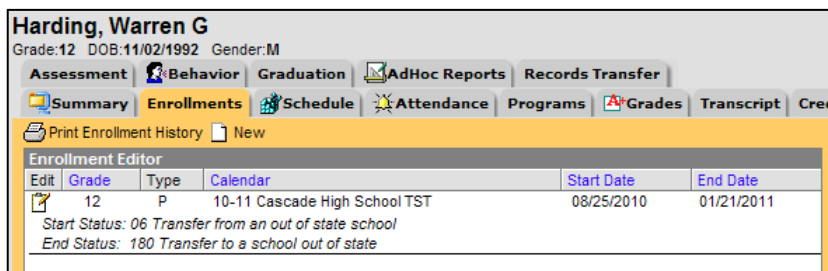
Select the student from the list on the left.

Click the **Enrollments** tab.

Open the grade 12 enrollment record by clicking on the **Edit Notepad** icon.



All 12<sup>th</sup> grade students enrolled in the 10-11 school year that meet the requirements for a CTE Concentrator should have data entered, *even if they are no longer actively enrolled (including Early Graduates)*.



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Scroll down to the **CTE Concentrator** section.

Open the section by clicking on the plus (+) sign.

If the student meets the criteria for a *CTE Concentrator*, check the box and indicate the *Area of Concentration*. A student's *Area of Concentration* is the program in which the identifiable majority of CTE classes are taken. If there is no way to determine a clear majority, only then should the "blend" option be used.

If the student has a child or shares parenting of a child, check the *Student is Single Parent* box.

Click **Save**. Repeat for all CTE Concentrators.

**PLEASE NOTE:**

*Tech Prep Participant* and *Non Traditional Enrollee* are not required fields. Districts do not need to verify if participants meet these requirements.



The *Area of Concentration* reflects the courses the student is or has completed, not necessarily the field or career path they intend to pursue after high school.

The *Area of Concentration* is required for all CTE Concentrators. *Career Path* is still **not** a required field for the 10-11 year.

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## FILE UPLOAD

Extract the *CTE Spring Collection* file from your Student Information System.

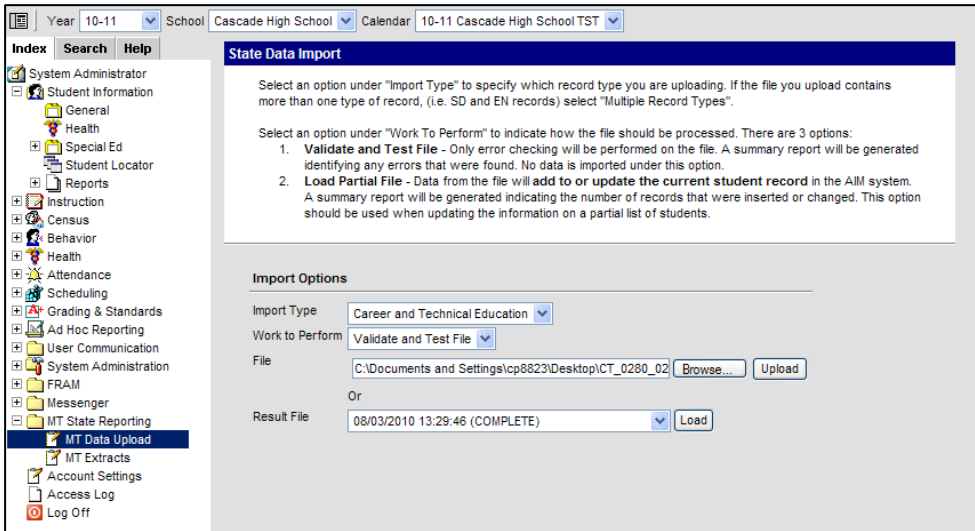
From the **Index**, select **MT State Reporting/MT Data Upload**.

From the **Import Type**, select *Career and Technical Education*. From **Work to Perform**, select *Validate and Test File*. Browse for your file and click **Upload**.

Check the *Import Results Summary* for errors. Make all necessary corrections.

Return to the **MT Data Upload** and change the **Work to Perform** to *Load Partial File*.

Click **Upload**.

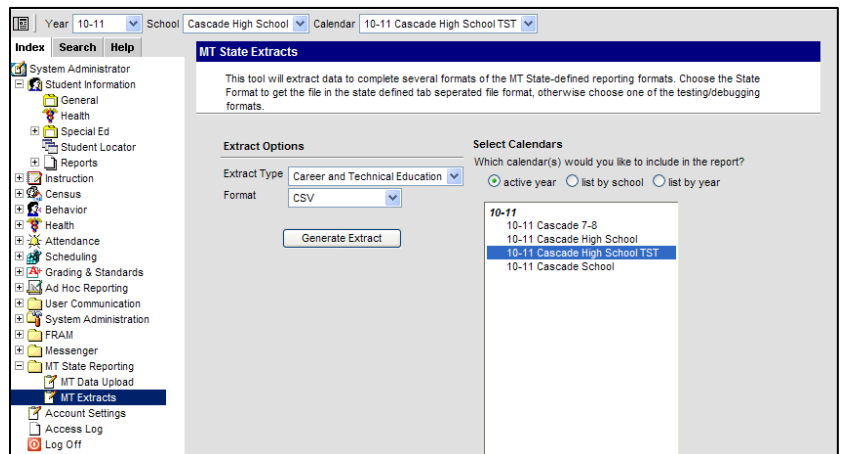


A CTE Spring Collection file can also be created using **MT Extracts**.

From the **Index**, select **MT State Reporting/MT Extracts**.

Choose *Career and Technical Education* from the **Extract Type** and CSV from **Format**.

Select the High School(s) and click **Generate Extract**.



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## RE-SYNC DATA

Set the **Year** to **10-11**.

From the **Index**, expand **System Administration and Data Utilities**. Select **Resync State Data**.

Check the box for **Enrollment**.  
Click **Send Resync**.

<input type="checkbox"/>	Object	Last Resync	Results	Status Legend
<input type="checkbox"/>	District	01/17/2011 18:17:59	Processed: 1 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	ReportingEntity	01/17/2011 18:18:00	Processed: 916 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	School	01/17/2011 18:18:00	Processed: 3 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Calendar	01/17/2011 18:18:00	Processed: 3 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	CourseSection	08/06/2010 13:10:47	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	ScheduleStructure	01/17/2011 18:18:01	Processed: 3 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Day	08/06/2010 13:10:47	Processed: 278 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	StructureGradeLevel	01/17/2011 18:18:01	Processed: 3 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	PersonIdentity	01/17/2011 18:18:01	Processed: 376 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Behavior	08/06/2010 13:10:47	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	CensusContactSummary	08/06/2010 13:10:47	Processed: 37 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	ContactLog	08/06/2010 13:10:47	Processed: 1 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Employment	08/06/2010 13:10:47	Processed: 13 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	EmploymentAssignment	08/06/2010 13:10:47	Processed: 0 Errors: 33	<span style="color: red;">●</span>
<input type="checkbox"/>	EmploymentBackground	08/06/2010 13:10:47	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	EmploymentCredential	08/06/2010 13:10:47	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Enrollment	08/06/2010 13:10:47	Processed: 366 Errors: 0	<span style="color: green;">●</span>

 <h2>Appendix M: Area Of Concentration</h2>		
CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations. <b><i>*Only used if a majority cannot be determined</i></b>
ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING		

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